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DDS&T-1540-69  
17 April 1969

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Quarterly Report on Records Purge - January - June 1969

1. This memorandum is for information only.
2. Attached, as part of this report, are the quarterly reports which were submitted by each Office of this Directorate. You will note that some Offices have done more than others but the over-all Directorate has made substantial progress towards the goals of the Records Purge.
3. The net holdings of records of this Directorate from July 1, 1968 has decreased from 5,417 cubic feet to 3,644 cubic feet. This is a reduction of approximately 32% and with additional effort this figure either will stay constant or increase.
4. To summarize the activities of this Directorate's purge efforts this quarter, listed below are some of the highlights that are noteworthy:
  - a. Approximately 191 cubic feet of records were reviewed.
  - b. There were 40 cubic feet of records authorized for destruction.
  - c. Approximately 313 cubic feet of records were transferred to the Records Center for deposit.
  - d. It is estimated that since the beginning of the purge to present, 586 hours have been expended in this effort.
  - e. It has been projected that 172 cubic feet of records will be retired to the Records Center by 1 July 1969.
5. In addition to the above, arrangements were made to microfilm the OSP cable reference file within the next few weeks. There are 25 cubic feet of cables involved. Also in the microduction area, microfilm aperture cards are being received by OSP from contractors for blueprints, specifications, and procedures. Approximately 17 cubic feet of space has been saved utilizing these cards. Microfiche from one prime contractor will begin to

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be received by OSP within a month. These microfiche will contain project reports and other technical data.

6. The purge has been instrumental in a more careful screening of records destined for retirement and as a result 35 cubic feet of records that might have been sent to the Center were destroyed. In better utilizing available office space for the storage of records, specialized filing equipment has been installed in some of the Offices and during the next quarter, FMSAC will have installed a FULLSPACE unit for the storage of various types of classified material.

7. As has been the case throughout this purge, considerable effort and excellent cooperation has been received from each of the Directorate Offices in contributing to eliminating and finding ways to ease the records problems that are being faced by the Agency. Additional plans are being formulated in this Directorate to further contribute to means of combatting the records problem and hopefully will be reported in the next quarter.

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DDS&T Records Management Officer

Attachments:

DDS&T Offices Quarterly Reports

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment